United Nations ST/IC/2017/28

Secretariat

7 September 2017

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters during the seventy-second session of the General Assembly**

I. Introduction

1. The present circular describes the arrangements that will be in effect at United Nations Headquarters for admission to the premises and with respect to parking during the seventy-second session of the General Assembly, which will be in effect until close of business on Monday, 17 September 2018.

2. **Specific information concerning the security arrangements for admission to United Nations Headquarters during the high-level meetings and the general debate of the seventy-second session of the General Assembly, from 18 to 28 September 2017, will be released in a separate circular (ST/IC/2017/27).**

II. Admission to the Headquarters premises

3. Staff members, affiliates, accredited media representatives, interns and individuals holding retiree passes, temporary photo and non-photo passes, Protocol courtesy passes and gold courtesy passes will be admitted to the Headquarters premises only upon the presentation of a valid United Nations grounds pass or laissez-passer.

4. In view of the need for heightened security measures, all are kindly reminded that the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993, on the wearing of grounds passes, in particular that such passes must be worn prominently on the outer clothing of the holder and are subject to verification by security officers, will be strictly enforced.

5. In the interest of ensuring the safety of all concerned, it is important to maintain the integrity of grounds passes because of the access that they allow their holder. All authorized pass holders are therefore reminded that their grounds passes are solely for the use of the bearer to whom they are issued and that they cannot be transferred or given to any other person to use. Grounds passes found to be used in

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any other manner than that for which they were intended will be confiscated by security personnel.

6. It is the responsibility of staff members to ensure that their grounds passes are valid. Expired passes are replaced by the Pass and Identification Unit of the Security and Safety Service, with its office located on the ground floor of the FF Building (320 East 45th Street), upon the presentation of an application signed by an authorized signatory from the staff member's executive office or administrative unit.

7. Staff members who arrive without their grounds passes can obtain a day pass upon verification of the staff member's identity at the visitors' centre in the UNITAR Building or be escorted by another staff member to obtain the same at the information and reception desk, located in the lobby of the General Assembly Building.

III. Admission of non-United Nations personnel

8. The United Nations is closed to the public during the period of the general debate, from 5.30 p.m. on Friday, 15 September until close of business on Friday, 29 September 2017. During that period, guided tours are suspended.

9. All visitors to Headquarters (with or without a tour, guests attending the Delegates Dining Room, or messengers) now require a United Nations security pass to enter the United Nations. The security pass must be obtained at the visitors' check-in office at 801 First Avenue (corner of 45th Street, opposite Headquarters) before entering the premises.

10. All visitors to the United Nations 18 years of age and older (and unaccompanied children 12 years of age and older) require government-issued photo identification issued by a Member State or an observer State of the United Nations to enter Headquarters. Photo identification must be original (neither photographs nor photocopies accepted) and can include a passport, driver's licence or national identity card. For security reasons, children under 5 years of age are welcome at the United Nations but are not permitted on tour.

11. All visitors are subject to security screening at the 46th Street entrance prior to granting them access to the public areas.

12. Messengers, personal visitors and guests are required to be met by a staff member and, as required for further access to the restricted areas, must be signed in at the information and reception desk in the General Assembly Lobby in order to be issued with a day pass. Furthermore, staff members must escort their visitors and guests at all times while they are on United Nations premises.

13. In order to avoid any inconvenience, visitors and guests should be informed in advance that valid government identification is required.

IV. Access at the 42nd, 45th and 46th Street entrances

14. Access to the 42nd Street entrance is for staff members, including those to whom only a United Nations laissez-passer has been issued, members of delegations, affiliates and resident correspondents with authorized access who do not require security screening.

15. Access to the 45th Street delegates' entrance is restricted to senior United Nations officials (holders of a gold-coloured grounds pass), members of delegations and holders of Protocol gold courtesy or Protocol VIP passes.

16. The 46th Street entrance is to be used by all categories of pass holders, as well as media, messengers, guests and visitors requiring security screening.

17. The opening hours of the pedestrian entrances are as follows:

(a) 42nd Street and First Avenue: 7 a.m. to 9 p.m. on weekdays only. Pedestrian access to and from the Secretariat and other parts of the premises outside the stated operating hours is via the pedestrian gate at the 43rd Street entrance;

(b) 45th Street and First Avenue: 8 a.m. to 7 p.m. on weekdays;

(c) 46th Street and First Avenue: 6 a.m. to 7 p.m. on weekdays, and from 10 a.m. to 6 p.m. on weekends.

18. Please be aware that packages brought onto the premises at all entry points are subject to security inspection. Staff members and other United Nations-accredited personnel are therefore discouraged from bringing unnecessary packages onto the premises.

V. Access to restricted areas

19. In accordance with established procedures, the General Assembly Hall and surrounding areas are reserved for members of delegations and United Nations staff conducting official business in those areas.

20. Access to the General Assembly and Conference Building area is permitted only upon presentation of the appropriate secondary pass, or a special event pass indicating the relevant General Assembly area, together with a United Nations grounds pass. Secondary passes are issued by the Security and Safety Service Pass and Identification Unit to the executive offices or administrative units, in accordance with the agreed arrangements.

21. Representatives of non-governmental organizations will not have access to the restricted areas. Their access to meetings at Headquarters will be honoured upon the verification of a valid United Nations grounds pass.

VI. Access for members of the media

22. Resident correspondents without equipment are allowed access at the 42nd Street or the 46th Street entrances, with their United Nations-issued grounds passes.

23. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly or Conference Buildings must use the 46th Street entrance, present a valid grounds pass and undergo security screening in order to gain access to the premises.

24. Unescorted access is allowed in the Conference Building and the General Assembly lobby for media who are not filming.

25. Conference Building second floor access is restricted to resident correspondents, without equipment.

26. Please note that members of the media must be escorted by staff of the Media Accreditation and Liaison Unit at all times when filming and for access to the General Assembly Hall.

27. Only resident correspondents are allowed access to the premises after normal business hours and on weekends.

28. Visiting media are only allowed after normal working hours should there be an event or a meeting ongoing.

29. For additional information on media guidelines, please contact the Media and Accreditation Liaison Unit.

VII. Pass and Identification office: FF Building

30. The Pass and Identification office, located on the ground floor of the FF Building (320 East 45th Street), is open to staff members and members of delegations between 8:30 a.m. and 4 p.m. on weekdays.

31. Members of the media are assisted with accreditation in the UNITAR Building and are thereafter requested to proceed to the main office for pass issuance.

32. During the high-level period of the General Assembly and the general debate, additional days and hours of operation are in place, which are detailed in the information circular that describes the security arrangements during that time frame (see para. 2 above).

VIII. Access to vehicular entry points

33. The very limited operating space of the Secretariat Circle and the delegates' roadway areas require strict controls on access in order to facilitate safety and to avoid undue obstructions and delays for delegation vehicles, other high-level government officials and motorcades.

34. Vehicular access to the premises at 43rd Street, which is open 24 hours a day, 7 days a week, will continue to be restricted to delegation vehicles when the permanent and/or deputy permanent representatives are in the vehicle, in accordance with the established delegation access protocols. All vehicles, except for motorcades escorted by host country law enforcement personnel, will undergo security screening prior to being admitted onto the United Nations premises.

35. Outside of the high-level period, staff members may use that entrance between the hours of 7 p.m. and 5 a.m. on weekdays, and any time on the weekends.

36. The 42nd Street garage entrance and exit is open from 5 a.m. to 7 p.m. on weekdays only. Outside of those operating hours, vehicles will exit the garage through the 43rd Street entrance.

37. All vehicles entering the garage, except for motorcades escorted by host country law enforcement personnel, will undergo security screening prior to being admitted onto United Nations premises. Staff members are requested to limit the quantity of items carried in their vehicles in order to facilitate and expedite the security clearance process.

38. Parking for bicycles and portable personnel carriers is available in the secured cage at the corner of First Avenue and 48th Street. Bicycles are not permitted access to the United Nations Headquarters premises.

39. The operation of, and access by, any unmanned aerial vehicle, more commonly known as a "drone", is not authorized on the grounds of the Headquarters premises.

IX. Parking

40. Parking for staff members in the garage is limited to those who possess a regular parking permit. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked on Headquarters premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons.

41. Passengers who are not in possession of a valid United Nations grounds pass will be required to depart the vehicle at the appropriate checkpoint before the vehicle enters the premises.